

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ENVIRONMENTAL QUALITY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an environmental quality program, program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Environmental Quality Specialist 2

Environmental Quality Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator

Position Code Title – Environmental Quality Specialist 3

Environmental Quality Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Environmental Quality Specialist 4

Environmental Quality Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Environmental Quality Analyst job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

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Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide, or the equivalent in scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominate and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

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Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects and prepares reports.

Investigates the most sensitive environmental and controversial environmental protection-matters within a program area.

Evaluates industrial and municipal operations to determine existence of environmental pollution problems and the relation of these problems to compliance with state and federal laws.

Recommends methods for bringing violations of environmental regulations into compliance with applicable state and federal laws.

Investigates and evaluates the nature and extent of environmental regulatory violations to determine the probable causes for such violations.

Identifies and evaluates alternate environmental protection strategies to attain compliance with environmental quality standards.

Prepares reports for persons responsible for pollution sources and environmental regulatory violations, explaining results of surveys and investigations and describing required corrective action.

Investigates complaints of environmental pollution to determine the existence of pollution problems.

Conducts surveys to evaluate the effects of pollution and proposed land use activities on communities.

Evaluates proposed locations for new construction projects at the land/water interface or potential sources of pollution and operation of processes and equipment, and prepares recommendations relative to issuance of permits.

Drafts appropriate administrative rules for environmental protection program area.

Gathers and assimilates technical information for the preparation of reports assessing the economic, social, and environmental impacts of proposed environmental protection strategies and administrative rules.

Coordinates with local and other state agencies the impact of environmental protection control strategies, especially pertaining to those issues which may impact on social and economic growth.

Develops and coordinates the implementation of a quality assurance program for environmental protection programs.

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Evaluates environmental quality through mathematical modeling.

Participates in special projects related to program areas.

Maintains records, and prepares reports and correspondence related to work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of environmental pollution sources and construction projects relative to their impact on the environment.

Knowledge of state and federal environmental regulations within program area.

Knowledge of chemistry, mathematics, and biology.

Knowledge of engineering principles.

Knowledge of the operation and maintenance of monitoring equipment.

Knowledge of sampling procedures.

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Knowledge of mathematical modeling.

Ability to interpret complex scientific and legal documents.

Ability to communicate and deal effectively with people at all levels of industrial and municipal management.

Ability to maintain records, and prepare reports and correspondence related to program area.

Working Conditions

Typical assignments frequently require that work assignments be completed outdoors in a variety of weather conditions, including weather extremes.

Long periods of walking, standing, driving or riding in a car or light truck, and some climbing and carrying of equipment and supplies are commonly associated with the work.

Exposure to hazardous waste and contaminants is routine, and may require the use of protective clothing and respirators.

Physical Requirements

None.

Education

Possession of a bachelor's degree in the physical sciences, biological sciences, resource development, resource management, or engineering.

Experience

Environmental Quality Specialist 13

Four years of engineering or scientific experience in an environmental protection or regulatory program, including two years of experience equivalent to an Environmental Quality Analyst P11.

OR

One year of experience equivalent to an Environmental Quality Analyst 12.

Environmental Quality Specialist 14

Five years of engineering or scientific experience in an environmental protection or regulatory program, including three years of experience equivalent to an Environmental Quality Analyst P11.

OR

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Two years of experience equivalent to an Environmental Quality Analyst 12.

OR

One year of experience equivalent to an Environmental Quality Specialist 13.

Environmental Quality Specialist 15

Three years of experience equivalent to an Environmental Quality Analyst 12.

OR

Two years of experience equivalent to an Environmental Quality Specialist 13.

OR

One year of experience equivalent to an Environmental Quality Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
ENVQTYSP	Environmental Quality Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Environmental Quality Specialist-2	EQSPL2	H21-014
Environmental Quality Specialist-3	EQLSP3	H21-017
Environmental Quality Specialist-3	EQLSP3	NERE-108
Environmental Quality Specialist-4	EQSPL4	H21-021
Environmental Quality Specialist-4	EQSPL4	NERE-109

ECP Group 2
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